



## PUBLIC EMPLOYEES RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	PUBLIC EMPLOYEES RETIREMENT SYSTEM	<b>RELEASE DATE:</b>	Tuesday, February 23, 2010
<b>POSITION TITLE:</b>	Assistant Executive Officer, Information Technology Services	<b>FINAL FILING DATE:</b>	Monday, March 22, 2010
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	02232010_7

### POSITION DESCRIPTION

- CEA Level 4
- CalPERS offers a performance compensation program with the ability to earn an award up to 15% of base pay

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SALARIES WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE CURRENT FURLOUGH PROGRAM.

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### BACKGROUND:

CalPERS is the largest public pension fund in the United States with a current investment portfolio of over \$200 billion. It serves approximately 1.6 million active members, retirees, survivors and beneficiaries through its retirement and health benefit programs, and pays over \$10 billion in retirement benefits annually. The membership in CalPERS' retirement program is comprised of roughly one-third State employees, one-third employees of local public agencies that contract with CalPERS for retirement benefits, and one-third classified school employees. In addition to the well-known retirement program, CalPERS administers a health program that serves over 1.3 million members in the Health Program.

### DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Deputy Executive Officer, Operations, the Assistant Executive Officer (AEO) directs the overall administration of the Information Technology Services Branch for CalPERS. The position provides executive direction and oversight to three divisions: Technology Services and Support, Innovation and Implementation Services and Information

Technology Administration and oversees CalPERS legacy modernization and business transformation effort, the Pension System Resumption Project. As a member of the Executive Team, the AEO plays a critical role in setting strategic Information Technology (IT) direction and policies that align with the enterprise business goals and objectives and mitigate technological risk.

The AEO plans, organizes and directs all activities of the Information Technology Services Branch, including the operation of CalPERS Data Center, a full-functioning computer facility; makes broad policy recommendations regarding information technology impacting all CalPERS' programs, operations and services; is responsible for strategic planning, Information Technology Policy development and review, and creation of long range information systems plans; researches and develops new information technology products and facilities for CalPERS' programs; as assigned, represents CalPERS with the Department of Finance, and the Legislature on technology issues; provides consultation and advice to high level program managers, Executive Staff and the Board of Administration.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Supervisory/administrative experience in a managerial capacity at least equivalent to Data Processing Manager III, with responsibility for policy development, program administration, and knowledge of major information technology policy and operational issues.
2. Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.
3. Strong management skills, particularly in the area of information technology, and the demonstrated ability to facilitate the establishment of priorities, and to be a productive member of enterprise-wide strategic project teams.
4. Demonstrated communication and negotiation skills and experience presenting issues before a wide range of audiences, including a board or similar body.
5. The demonstrated ability to develop creative and innovative solutions to a variety of technology issues.

6. General knowledge of the California Public Employees' Retirement System's organization, goals, functions and policies.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Executive Officer, Information Technology Services**, with the **PUBLIC EMPLOYEES RETIREMENT SYSTEM**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

### **FILING INSTRUCTIONS**

All interested applicants should submit:

- A standard State application (Form 678), a current resume, and
- Statement of Qualifications, no more than two pages single-spaced, specifying how the desirable and minimum qualifications are met.

Address for hand-delivery:

Human Resources Division  
400 P Street, Room 3260  
Sacramento, CA

All application materials (Standard State Application, Resume, Statement of Qualifications and References) must be received by the CalPERS Human Resource Office by 5:00 PM, March 22, 2010. Application materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 PM on the final filing date will not be accepted. Questions concerning this examination should be directed to Kristina Morgan at (916) 795-3563.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- Resume must be included with application
- Names and telephone numbers of at least two references

**Applications must be submitted by the final filing date to:**

PUBLIC EMPLOYEES RETIREMENT SYSTEM, Human Resources Division  
400 Q Street LPN Room 3260, Sacramento, CA 95811  
Kristina Morgan | 916/795-3563 | kristina\_morgan@calpers.ca.gov

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PUBLIC EMPLOYEES RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>